



Code: 9539
Family: Construction, Maintenance, and Skilled Labor
Service: Labor
Group: Non-Competitive
Series: Semi-Skilled Labor

CLASS TITLE: CONCRETE LABORER

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs physically demanding manual labor relating to the laying and finishing of concrete for the construction, installation and repair of new or existing sidewalks, curbs and gutters, ramps and related construction projects, and performs related duties as required

ESSENTIAL DUTIES

- Loads and unloads materials, tools and equipment from trucks and ensures needed tools and equipment are on work site and in proper working order
- Operates and uses pneumatic jackhammers, sledgehammers and other power and hand tools to break out old pavement, concrete sidewalks, curbs and gutters and other labor work
- Operates skid-steer loaders to lift and remove concrete and other debris from work sites
- Assists Cement Finishers by laying out framing materials and setting and putting down frames as directed
- Prepares work site for concrete pour, using shovels and other hand tools to backfill area with sub-grade materials and to compact and level work area
- Guides the pouring of concrete from trucks into forms and uses shovels and other hand tools to spread, level and prepare for Cement Finishers to smooth and finish concrete
- Moves and transports freshly poured concrete from truck to work area using wheelbarrows; mixes and pours concrete in specified amounts as directed
- Removes and cleans forms, boards and stakes once job is completed, cleans tools and ensures debris is removed from work site
- Digs, backfills and levels surface sub-grade for vaulted sidewalk construction jobs; backfills area with stone and compacts to build concrete walls
- Backfills trenches and holes created in parkways due to construction jobs, levels surface dirt, seeds and performs other light landscaping duties to restore areas
- Cleans up work sites at completion of jobs, loading and removing debris, sweeping and clearing area and performing light landscaping duties to restore areas
- Sets up barricades and safety cones to cordon off work areas and performs other related tasks in compliance with safety rules and regulations

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- One year of work experience as a general laborer on a construction work site

Licensure, Certification, or other Qualifications

- A valid State of Illinois Driver's License is required

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g. traffic, heavy machinery)

EQUIPMENT

- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates)
- Standard hand tools and equipment used in concrete pouring / labor work (e.g., shovels, brooms, picks, rakes, sledgehammers)
- Power tools (e.g. pneumatic jackhammers, hammer drills)
- Skid-steer loaders and attachments (e.g. Bobcats, compact utility loaders)

PHYSICAL REQUIREMENTS

- Heavy lifting (up to 100 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to operate applicable hand tools, power tools and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- *use of power and hand tools, materials and equipment used on construction work sites
- *work procedures relating to pouring, spreading, smoothing and finishing of concrete
- *applicable safety practices and procedures specific to labor work, including OSHA standards
- *use of safety equipment and protective gear

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

Other Work Requirements

- STAMINA - Demonstrate energy and stamina to accomplish work tasks
 - COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: July, 2011